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Agency of Administration

MEMO TO: ALL STATE EMPLOYEES

FROM: COMMISSIONER THOMAS MURRAY, DEPARTMENT OF INFORMATION AND INNOVATION

SUBJECT: INFORMATION SECURITY AND PRIVACY ACTION PLAN

DATE: 12/19/2006

This memorandum is in response to concerns about information security and the privacy of our citizen's information. Recently it was discovered that an electronic attachment to a bid posted on the state's website contained the social security numbers of some healthcare providers. The state has acted quickly to notify the individuals, but the incident reinforces the need for all state agencies and employees to renew their commitment to protecting confidential information.

Today, we are faced with a challenge presented by our citizens' demands for more online services and state government's need to gain the efficiencies that can be achieved through technology, balanced with our responsibility to protect confidential information. The Secretary of Administration has directed me to review the current practices and policies within state government to insure that the state's information and systems are protected. We have enlisted the cross-agency, State Technology Collaborative team (STC) to focus on this issue and to work within agencies and departments on this important issue. We will also assemble a Security Team, led by our new Director of System Security, Susan Davis and the CIO, comprised of experts across state government to assist in implementing the following information security initiatives.

1. Policies: We will be updating and implementing new security policies; the first series will be issued by January 15.
2. Assessments: We have contracted with a Security Consultant (Bearhill Security, Inc.) to review the state's online services and servers to ensure that information is protected.
3. Compliance: We will be instituting an annual compliance process for state agencies to ensure that policies and best practices are in place.
4. Education: We will be launching mandatory awareness training for all state employees. The training will reinforce the message that each state employee has a duty to protect the confidential information of our citizens.

In summary, all state employees need to take responsibility for protecting the confidential data of our citizens, while these steps will assist us in this charge, nothing will replace the daily diligence of state employees.

